



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 08-29

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Process Water Permits	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Permit application, including A. Amendments B. Rationale ("Fact sheet") C. Water Quality Assessment report	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.	<ul style="list-style-type: none">Records are created by WQCD staff, systems operators & owners or contractors.All active files are kept onsite, inactive files are sent offsite. <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i></p>
2.	Tracking sheet	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.	
3.	Permit, general and individual	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy. Permanent	
4.	Supporting documents for the permit including: A. Letters stating correction that were made to the permit or rationale B. Changes of address or personnel C. Renewal notices and extension letters D. Permit numbering changes or conversion information	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.	
5.	Correspondence	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.	
6.	Material containment plans, industrial	Record copy: Keep only current copy, discard when superceded copy arrives. Duplicate: Retain until no longer needed then destroy.	
7.	Supporting calculations and analysis	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Larry Kitchelson</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10/05/2007
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 12/17/07	State Auditor's Signature <i>Deanna S. Reg</i>	Date 11/28/07



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8.	Special reports	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.		
9.	Annual reports	Record copy: Keep only current year then discard. Duplicate copy: Retain until no longer needed then destroy.		
10.	Preliminary Effluent Limits documents (PEL)	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.		
11.	Discharge Monitoring Reports (DMR)	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.		
12.	Electronic database in Excel and Word consisting of raw data and calculations used in writing permits	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.		
13.	Certificates: A. General short term minimal discharge certificate. B. Short term construction dewatering certificate	Record copy: Permanent Duplicate copy: Retain until no longer needed then destroy.		

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Records Liaison Officer's Signature

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11/28/07